

CEMVK-DE (690)

13 October 1998

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Prevention of Sexual Harassment Policy

1. Purpose. To disseminate this District's Policy on Sexual Harassment.

2. Applicability. This Policy Letter is applicable to all District elements.

3. References.

a. EEOC Final Guidelines, Discrimination Because of Sex: Sexual Harassment, 29 Code of Federal Regulations (CFR), Part 1614.

b. EEOC MD 704, Instructions for Prevention of Sexual Harassment in the Workforce Plans.

c. USACE Commander's Policy on Equal Employment Opportunity and Sexual Harassment, 14 November 1996.

4. We have a responsibility for maintaining high standards of honesty, integrity, impartiality, and conduct to assure the proper performance of the Army's mission.

5. Sexual harassment violates these standards, undermines interpersonal relationships, and interferes with the effectiveness of the workforce.

6. Sexual harassment is a form of misconduct which is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

b. Either submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

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c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

7. Individuals who are sexually harassed by supervisors, superiors, co-workers, or peers should make it very clear such behavior is offensive and is expected to cease. If it continues after such warning, then it must be reported to the appropriate supervisory level. It is the responsibility of every supervisor and manager (military and civilian) to examine the matter and take necessary action to ensure instances of sexual harassment are addressed swiftly, fairly, and effectively.

8. Complaints of sexual harassment may be filed with the Equal Employment Office or an EEO Counselor.

9. I know that you will support my commitment to establish a Command climate where all employees are treated with dignity and respect. People of a professional and caring organization neither engage in nor tolerate any form of sexual harassment. I need your help to ensure that the Vicksburg District is free of such offensive behavior.

10. This policy letter will be posted permanently on all official bulletin boards.

/s/

ROBERT CREAR

Colonel, Corps of Engineers  
Commanding

DISTRIBUTION:

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